



## MONTANA STATE PRISON POLICIES AND PROCEDURES

Policy No.: MSP 5.3.100	Subject: INMATE ACADEMIC EDUCATION
Chapter 5: Inmate Programs	Page 1 of 4
Section 3: Education Programs	Revision Date:
Signature: /s/ Mike Mahoney	Effective Date: 11-24-03

**I. POLICY:** It is the policy of MSP to offer inmates an opportunity to enter formal programs of academic educational instruction, including both classroom and cell study programs.

**II. IMPLEMENTATION:** This policy was implemented on the effective date above.  
It replaces MSP 20-001 and MSP 20-003.

**III. AUTHORITY:**

2-15-112, MCA. Duties and Powers of Department Heads

53-1-203, MCA. Power and Duties of Department of Corrections

MSP 1.1.3 Organization and Responsibility

**IV. DEFINITIONS:** none

**V. PROCEDURES:**

**A. Goals:**

1. To afford inmates meaningful and rehabilitative learning experiences through formal programs of academic educational instruction.
2. To educate inmates to render them more knowledgeable, better socialized, and more employable upon release from custody.
3. To give priority to inmates requiring basic, elementary and secondary level academic instruction.

**B. General:**

1. All new inmates will be educationally assessed using standardized tests during the reception process.
2. A student who does not achieve a 6.0 average achievement level at initial testing will

Policy No.: MSP 5.3.100	Chapter 5: Inmate Programs	Page 2 of 3
Subject: INMATE ACADEMIC EDUCATION		

be required to attend school, and remain enrolled until that performance level is attained, or he becomes functionally literate based on TABE scores.

3. Students who have not completed high school may be put on a program to complete the GED equivalence exam.
4. All students are expected to show reasonable progress in their individual educational plan while assigned to the school program. Pre and post testing shall be used to measure the progress of students and the effectiveness of the program.
5. Viable school candidates who are unable to attend regular classroom instruction due to medical restrictions, physical limitations, or their classification/custody may be assigned to a cell study program.
6. In order for students to receive pay they must be enrolled full time. Full time status requires a minimum of three hours per day, five days per week. For cell study students, pay will be determined by amount of work completed.
7. Post secondary and/or self-study courses obtained through outside resources will be encouraged and are available as independent study. This may be considered for school assignment. Correspondence studies will not be afforded pay consideration.

#### **C. Curriculum:**

1. A competency based curriculum for adults will be used to increase proficiency in reading, writing, speaking, listening, problem solving, computational skills, occupational skills, life skills, and job skills.
2. The curriculum is made up of instructional modules that correspond to learning objectives.
3. The Categories of Performance Curriculum Levels are:

Level 100 – pre GED/ABE	Grade Level 0.0 – 7.9
Level 200 –GED Prep	Grade Level 8.0 – 12.0
Level 300 –GED Transitional & GED Program	Grade Level 12.0 – up

#### **D. Progress Assessment:**

1. Students will be tested before, during, and after educational programming using the same standardized test.

Policy No.: MSP 5.3.100	Chapter 5: Inmate Programs	Page 3 of 3
Subject: INMATE ACADEMIC EDUCATION		

2. In addition to standard instructional modules, teachers will prescribe learning exercises for the student based on information gained from:
  - a. Individual interest surveys.
  - b. Diagnostic skills tests.
  - c. Content area measures.
3. The Chief of Education and Habilitative Services shall assure that a portfolio of student progress information is maintained on each student which contains:
  - a. Individualized education plan.
  - b. Results of all standardized testing, the Diagnostic Skills Test, and any other related test materials.
  - c. Prior school records (when available).
  - d. Attendance records.

**E. Application/Assignment/Removal:**

1. An inmate may be assigned to academic classes during initial classification based on testing results and Court orders.
2. To apply for a school assignment, an inmate must submit a written request to the Education Department using an "Inmate Request to Staff Member" form (kite).
3. The Education Department will initiate assessment and assignment procedures.
4. Once assigned to classes, inmates must:
  - a. Show continuing progress.
  - b. Maintain a conduct/behavior record that does not interfere with the student's individualized education plan or the overall goals and objectives of the facility.
  - c. Be able to benefit from continued involvement in the program.
5. When an inmate has completed his program and/or a determination is made to remove an inmate from the program, the teacher shall initiate removal procedures.
6. Students must return all state issued class materials to the Education Department upon removal from the program.

- V. CLOSING:** Questions concerning this policy shall be directed to the Chief of Education and Habilitative Services.